


**Maine Department of Transportation's
Product Evaluation Process**

PURPOSE

The Product Approval Committee operates through the cooperative efforts of the Regional, Urban & Arterial, Urban & Federal Bridge Programs, Maintenance & Operations, Traffic, Multimodal, Environmental, and Research Divisions. The Committee's purpose is to provide advice and guidance on the evaluation of new products and methods. The Committee may approve or disapprove the use of these products or methods in the design, construction and maintenance of Maine's infrastructure. Sales representatives submit their information to the Committee rather than different functional divisions of the Department.

Acceptance of a product for evaluation by Maine DOT, or the Committee's approval of the product after evaluation, shall in no way represent a commitment to purchase, or specify the product investigated regardless of its performance during evaluation.

EVALUATION COMMITTEE

The Committee is composed of three subcommittees each responsible for specific categories of products. The categories and current committee members are as follows:

Concrete and Bridge Items

Dale Peabody - Transportation Research Division
 Denis Dubois - Urban & Federal Bridge Program
 Catherine Mettey - Construction, Western Region
 Robert Bulger - Urban & Federal Bridge Program
 Jeff Naum - Bridge Maintenance

Highway, Safety, and Traffic Items

Dale Peabody - Transportation Research Division
 Mark Hume - Maintenance & Operations, Western Region
 Brian Burne - Maintenance & Operations
 Roger Letteney- Traffic
 Jennifer L. Paul - Urban & Arterial Program
 Dana Hanks – Safety Office

Environmental and Miscellaneous Items

Dale Peabody - Transportation Research Division
 Bill Doukas - Urban & Federal Bridge Program
 Robert LaRoche - Environmental Office
 Paul Pottle - Program Services - Multimodal

Committee members are encouraged to designate substitutes in the event that they cannot attend a meeting. Representatives from other units may serve on an as-needed basis as friends of the Committee. Doug Gayne, the Chairman and the Department's Product Approval Coordinator, is responsible for arranging meetings, receiving information from the sales representatives, disseminating it to the other committee members, and the coordination of product studies as needed.

The subcommittees will meet quarterly (frequency ultimately depends upon the quantity of products to be reviewed) in order to ensure timely consideration of submitted products for evaluation.

PROCEDURES AND OPERATIONS

(1) Sales representatives seeking approval of new products are instructed to submit their product information along with a completely filled-out "New Product Application Form" and other pertinent data to the Coordinator for distribution to the appropriate Committee. The Committee members will examine product information and history of use, if applicable, relevant to their field of operations. Testing of material properties may be requested at this time. After reviewing this information, the Committee members will provide a recommendation concerning approval or rejection of the product.

(2) When additional information is desired by the Committee, it may request additional information from the sales representative, or that they work with members of the Committee or their appointees to develop an in-depth study. A recommendation will then be made to the full Committee. The Chairman or his designate will serve as study coordinator in the development and presentation of these reports to the Committee.

(3) The committee may approve, disapprove, require additional information, recommend trial, or limited use. Regardless of the situation, all product submittals received with a completely filled-out "New Product Evaluation Form" will be evaluated by the Committee and the company representative that completed the form will be notified in writing of the status of the product.

(4) The Committee or its designate will coordinate the monitoring of trial installations and ensure that long term documentation on the durability and performance of the products and methods is obtained.

(5) The Chairman may reject from evaluation, those products with no apparent or significant application for use by Maine DOT, or products which are deemed not to be far enough along in the development process to be effectively evaluated.

(6) This program is intended for the evaluation of new and/or proprietary products. Products meeting the latest revision of the "Maine DOT Standard Specifications" are not usually evaluated.

(7) Data resulting from an evaluation of the submitted product is public information and will not be considered privileged. All information developed during this product evaluation may be released by the Maine Department of Transportation at its discretion. For example: AASHTO's Product Evaluation List (APEL). APEL is a repository of findings from the evaluation and testing of new and/or proprietary transportation products that have been conducted by various State Departments of Transportation.

REQUALIFICATION, REVISION, REMOVAL OF PRODUCTS

(1) For a product to remain on the Approved Products List, the following set of criteria is required for requalification:

(a) Certified Test Reports: A copy of the latest certified test reports and technical data sheet shall be submitted annually for our examination. The certified test reports can be either from an independent testing laboratory or your own laboratory, providing either laboratory is regularly inspected by the National Institute for Standards and Technology. This requirement applies to the following categories of products:

- Concrete Admixtures
- Concrete Anchoring Products
- Geotextiles

(b) Certificate of Compliance: A notarized certificate of compliance is required annually for every product presently on the Approved Products List. Each certificate should include a statement that the product currently being furnished to the Maine DOT is identical in formulation, composition, name, and test properties as the product in the attached test reports or at the time of initial approval

(c) Revisions: Any product revisions will require a new Preliminary Product Evaluation Information Form, certified test report, materials technical data sheet, installation instructions, and material safety data sheets

Products will be removed from the MaineDOT Approved Products List for any of the following reasons:

(2) The Department changes specifications or standards that preclude the use of any particular product.

(3) Vendors fail to satisfactorily respond to inquiries or maintain contact with the Chairman/Coordinator for a period of one year.

(4) Non-successful use of the product in the construction of MaineDOT highways & bridges. A feedback form is available from the Approved Products List website for the purpose of notifying the Product Approval Coordinator of issues regarding the performance of new and existing products used in the field. Negative feedback reported on the form may lead to removal of a product from the Approved List.

(5) Non-use of a product for a period of two years or more may result in the removal from the list.

(6) Products will be removed from the list when they: become obsolete, are no longer manufactured, or are requested to be removed by the vendor.

(7) Products that are removed by the committee, for any reason, may be resubmitted for consideration, after a moratorium period of one year has expired.

PROMOTION AND USE OF APPROVED PRODUCTS

Maine DOT's internal and external customers are made aware of approved products through the Maine Department of Transportation's website where they will find a tabulated list of Approved Products. However, they are under no obligation to specify or use specific products once this committee has approved the product.

Vendors or manufacturers wishing to promote the use of their product(s) after receiving committee approval should consider the following:

(1) Vendors or manufacturers of products which meet the requirements of the current "Maine DOT Standard Specifications" may wish to contact contractors who have been awarded construction projects that will need the particular product. The identities of the Contractor, types and quantities of materials to be used in new construction projects can be found in the "bid tabs" which can be found in the Department's online "Construction Bid Packages, Projects Under Advertisement." This website is maintained by the Maine Department of Transportation, Bureau of Project Development, Capital Resource Unit, Contract & Specification Section, and any questions pertaining to this site should be addressed directly to them.

(2) Committee approved products for which a Standard Specification is not applicable may be designed into a specific project by a Department Project Design Engineer. A special provision will be prepared by the design engineer and included in the contract documents to define the requirements for, and quantities of, products to be used. As stated earlier, Project Design Engineers are made aware of new products through the Approved Products Listing. However, vendors or manufacturers may wish to periodically mail product information flyers to Department Design & Maintenance Branch Units indicating that the product is available and that it has been approved for use by the New Products Evaluation Committee.

(3) In addition to constructing new projects, Maine DOT is responsible for maintaining over 8,000 miles of roadway and more than 2,500 bridges, and 18 ferry terminals. Maintenance of these facilities is directed through the Augusta, Maine Main Office and through the Department's five Regional Offices located throughout the state. Vendors or manufacturers of roadway or bridge maintenance products approved by the Committee may wish to promote these types of products to Regional Managers and Bridge Maintenance Managers. A list of addresses for these individuals can be provided upon a request made to the New Products Evaluation Program Coordinator at (207) 624-3268.